

New St. James Presbyterian Church Request for Rental

Event Name: _____

Requested Date: _____

Event Start Time: _____

Event End Time: _____

Set Up Time (if different from start time): _____

Tear Down Time (if different from end time): _____

Number attending: _____

Room requested: _____

- Sanctuary
- Gym
- Lower Hall
- Chapel
- Parlour
- Nursery
- Teen Room
- Choir Room
- Classroom 1
- Classroom 2
- Main Kitchen
- Upper Kitchen
- Library

Contact Name: _____

Contact Phone Number: _____

(Please provide best time to contact by phone)

Contact Email Address: _____

Please email admin@newstjames.ca and attach this completed document.